

J O B O P P O R T U N I T Y

**California Department of Veterans Affairs
Veterans First**

Veterans Home of California, Yountville

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CLASSIFICATION: **Cook Specialist I (2185)**
 Full – Time, Permanent
 \$2222.00 - \$2701.00

LOCATION: **Dietary & Food Service**

FINAL FILE: **Continuous**

DUTIES & RESPONSIBILITIES:

Under Supervision, to perform the following; the predominant duties for this position include, but are not limited to:

- ✓ Under the direction of the Cook Specialist II or Supervising Cook I/II prepares, cooks and dispenses food for breakfast, dinner and supper. Serves meals on the line for Main Dining Room as needed.
- ✓ Follow cooks work assignment schedule provided by the Supervising Cook I.
- ✓ Under direction and instructions from the Cook Specialist II or Supervising Cook I/II cooks a variety of foods, following standardized recipes and methods of preparation. Check food items for color, appearance and taste to insure that food quality is of the highest standard. Assists in testing new recipes for menu adaptation.
- ✓ Portions food for Hospital Kitchen and Main Dining Room in correct amounts. According to the Meal Order.
- ✓ Reads and follows posted menus, making changes in menus only with the consent of the Supervisor or Cook Specialist II in charge, or in their absence, Assistant Director of Dietetics-Production.
- ✓ Cleans and Maintains culinary utensils, equipment and work areas. Following daily cleaning schedule.
- ✓ Reports repair and maintenance needs and unsafe condition to the Supervisor. Reports any accident occurring in the department immediately to the Supervisor.
- ✓ Instructs and directs kitchen helpers involved in food preparation; and reports on work progress to the Supervising Cook I/II or Cook Specialist II.
- ✓ Receives, inspects, stores and inventories supplies.
- ✓ Attends group meetings as scheduled and receives instructions from the Assistant Director of Dietetics-Production and Supervising Cook I/II.
- ✓ Attends in-service training.
- ✓ Assists with cleaning of cooking pots and equipment in the Pot and Pans Areas.
- ✓ Other duties as related.

WHO MAY APPLY:

Applications will be accepted from individuals with current/permanent State Service in the class of Cook Specialist I, or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

HOW TO APPLY:

Candidates should submit a State Application (Std. 678) and resume to:

VETERANS HOME OF CA – YOUNTVILLE
HUMAN RESOURCES – TESTING UNIT
110 CALIFORNIA DRIVE
YOUNTVILLE, CA 94599-1414

INQUIRIES:
VOICE: (707) 944-4550
TDD: (707) 944-4560
Website: www.cdva.ca.gov
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